

Application for
RECORDS DISPOSITION STANDARD

1. Application Date 12/16/74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received FEB 10 1975	Application No. 75-16	Date Completed FEB 27 1975
3. AGENCY, Division, Subdivision & Administering Office Address State Scholarship Commission State Scholarship Commission Division Career Services Section 9 LaVista Perimeter Park, Suite 110 Tucker, Georgia 30084		4. Person to Contact Barbara Robinson		
		5. Working Title Secretary	6. Tel. No. 939-5874	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series July 1970 to date	9. Exact Series Title Career Services Subject File
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10. What is the function of the office in which this record series is created?

The Scholarship Commission Division is responsible for administering programs relating to the recruitment of students into fields of study where a critical shortage of trained personnel exists. This is accomplished by providing financial assistance to students entering the paramedical, educational and other professional fields as defined and approved by the commission. The Division also provides financial assistance to children of law enforcement officers, firemen, and prison guards who are permanently disabled or killed in the line of duty. The Career Services Section is responsible for disseminating information on financial assistance to high school students and counselors, and for recruiting high school students into fields of study where a critical shortage of trained personnel exists.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: The disseminating of information to high school students and counselors regarding financial assistance in fields of study where a critical shortage of personnel exists.

Included are: Documents relating to Federal Grants and Contracts; Quarterly Federal Reports; Status and Statistical Reports; and related correspondence.

File is Arranged: Alphabetically by subject.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	8	12		In Office(s)	In Storage Area(s)		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	12			
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	10	3	1	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? [X] []
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [] [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [X] []
See item 24
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. ☒ AUDIT PERIOD d. ☒ FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Federal Grants and Contracts are involved and must be kept for 3 years after the date of the submission of the annual expenditure report.

Volume 38, Federal Register, page 30677, Section 100a, 477

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - ☒ FISCAL YEAR - [] OTHER _____, then:

- ☒ Hold in the current files area 1 month(s)/ 1 year(s):
- ☒ Transfer to ☒ State Records Center [] Local Holding Area; hold 2 year(s):
- ☒ Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
Ralph D. Roberts - DRK			
26. Recommendations in paragraph 25 are:	Agency Head/Designee		
	<input checked="" type="checkbox"/> Approved [] Disapproved	Ralph D. Roberts	12/16/74
	State Auditor/Designee		
	<input checked="" type="checkbox"/> Approved [] Disapproved	William M. Dixon	2-20-75
STATE RECORDS COMMITTEE	Secretary of State/Designee		
	<input checked="" type="checkbox"/> Approved [] Disapproved	Carroll Hart	2-19-75
	Attorney General/Designee		
	<input checked="" type="checkbox"/> Approved [] Disapproved	Robert H. Steel	2-21-75



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

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2. Agency Application No.		Date Received	Application No.	Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address STATE SCHOLARSHIP COMMISSION State Scholarship Commission Division 9 LaVista Perimeter Park, Suite 110 Tucker, Georgia 30084		4. Person to Contact Ralph D. Roberts		
		5. Working Title RMO	6. Tel. No. 939-5222	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

July 1, 1970 to date.

Career, Financial Aid, Recruitment & Placement Information Files

10. What is the function of the office in which this record series is created?

The function of the Career Services Division is: (1) to assist Georgia residents interested in post-secondary education by providing information about financial assistance available, (2) Maintenance of a data base on community needs and vacancies in health and other critical occupations and the recruitment of personnel to train for these occupations, (3) maintenance of a data base on students who have completed or are about to, complete their training in selected health professions where there is a critical shortage of trained personnel, and assisting in the placement of these graduating health specialists in community health systems seeking competent health care personnel.

ORIGINAL APPLICATION

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

This file includes, but is not limited to the following:

1. Copies of personnel and travel records for Career Services Division Staff.
2. Field Staff itineraries and weekly follow-up work reports.
3. Copies of all division correspondence.
4. Quarterly Federal reports.
5. Various status and statistical reports.
6. Allied Health Field informational brochures, film catalogs, school catalogs, pamphlets, etc.
7. Advisory committee meeting records.

File is arranged alphabetically by subject matter.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	12	18		3	4.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				18	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				10	3
					1
					0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

- 13. Is this the Record Copy of the series? ☒ ☐
- 14. Is there a duplication of this series in another office or agency? ☐ ☒
- 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☒ ☐
- 16. Does the series contain classified information requiring security handling? ☐ ☒
- 17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☒
- 18. Could the function be performed if the files were lost or destroyed? ☐ ☒
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
- 20. Does the record series provide data as input to an EDP file? ☐ ☒
- 21. Does the record series contain documentation produced as EDP printout? ☐ ☒
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ ☐
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)
Federal Grants and contracts are included in the administrative responsibilities of this division and must be kept for three (3) years.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ _____ year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 2 year(s):
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

Federal regulations require that all records be available for audit for a period of three (3) years.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Ralph D. Roberts</i>		Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are: <div style="border: 1px solid black; padding: 2px; display: inline-block;">STATE RECORDS COMMITTEE</div>	Agency Head/Designee		<i>Ralph D. Roberts</i>	12/16/74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	State Auditor/Designee			
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	Secretary of State/Designee			
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
	Attorney General/Designee			
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			